



Modern Training

Audience:

This training is intended for Managers, Supervisors, and Admin Officers who will actively use Modern, ART, CSU, SF50, and FASCLASS.

You must have a valid userid and password before attending this class. Go to <http://www.hqda.army.mil/pesw> to obtain the userid request form.

Objectives:

- Logon procedures
- Retrieve and View Employee records and standard Reports using ART and CSU
- View Inbox statistics
- Request and Authorize RPA
- Print RPA/NPA using Ghostview/SF50
- Complete Gatekeeper checklist
- How to use FASCLASS

Training Location/Dates:

Modern is a one-day class and is located in Hoffman 1, Room 852C from 8:30am – 3:30pm.

January 15, 2003	May 21, 2003	September 17, 2003
February 12, 2003	June 18, 2003	October 15, 2003
March 19, 2003 Cancelled due to M2M Centralization	July 16, 2003	November 12, 2003
April 16, 2003	August 20, 2003	December 3, 2003

Enrollment Procedures:

Submit request via email to peswtraining@hqda.army.mil. Include in your email:

- Current Userid and preferred date
- If users intend to drive, you must provide vehicle state/license number.
- Those without a badge for NCR, Pentagon, JP1, indicate if you need building access.

Once selections have been made, a confirmation notice will go out via email 5 workdays in advance of course.